

**JOB CROOK COUNTY ATTORNEY'S VICTIM WITNESS COORDINATOR**

**SALARY RANGE** \$13.00 to 16.50 per hour

**JOB CLASSIFICATION** Part-time 20 to 30 hours per week, flexible hours, county benefits

**JOB DESCRIPTION**

The employee is a part-time at will employee that is employed by the Crook County Attorney pursuant to federal, state and local grant funding sources. Continued employment is dependent upon receiving state and federal funds, and matching funds from the Board of County Commissioners. The employee will:

- Serve as a liaison between victims and witnesses of crimes and the County Attorney's office;
- Notify all victims and witnesses both verbally and in writing of court proceedings, explain the court process to them, and will prepare them to testify in court proceedings;
- Compile restitution amounts, and victims impact statements for use by the County Attorney's office and the Court;
- Attend court hearings and may have to testify in court;
- Determine the special needs or other services necessary for victims and witnesses; and either provide or refer those services to them;
- Grant bookkeeping, writing and reporting;
- Complete data entry over the internet on a computer; and
- Other duties as assigned by the County Attorney.

**EDUCATIONAL AND EXPERIENCE**

- Associates Degree or equivalent
- Four or more years dealing directly with the public, and or two or more years training or experience in the Criminal Justice field

**JOB REQUIREMENTS**

- Complete the *Application for Employment* and the *Release of Background Information* from the county website and deliver to the County Attorney's Office
- Able to become a Notary Public
- Hold a Valid Driver's License and private automobile insurance and ability to operate a motor vehicle safely
- Complete grant and government accounting and bookkeeping
- Attend and obtain Criminal Justice and Victim Witness Training
- Computer and word processing experience in keyboarding, Word, Excel, email, etc.
- Travel away from home for up to two weeks for training each year
- Tactfully meet with the public, listen and maintain open communication with other agencies, victims, witnesses, who at times may be angry, hostile, frustrated, fearful, or abusive
- Read, Write and communicate clearly and concisely and prepare reports
- Cannot have a Felony Conviction nor be listed upon the Wyoming Central Registry or equivalent

**PHYSICAL ACTIVITIES REQUIRED**

- The employee must have the essential functions required to maintain physical condition to keyboard, sit, stand or walk for up to an occasional 14 hour working day during a jury trial
- Operate a motor vehicle,
- Lift and carry at least 50 lbs.